



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

REPLY TO  
ATTENTION OF:

Expires 12 June 2005

ATZK-CS (100)

12 June 2003

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, this Headquarters

**SUBJECT:** USAARMC Policy Memo No. 5-03 – Entrance and Exit Interview/End of Tour Reports

**1. Definitions.**

a. Entrance/Exit Interview. (All interviews will be scheduled with the Commanding General's secretary, who can be reached at 624-2121).

(1) Entrance Interview. Office call with the Commanding General, normally 15 minutes in length. The initial interview will serve as a welcome session as well as to provide the incoming officer the Commanding General's expectations and philosophies. This interview must take place the first week of arrival.

(2) Exit Interview. Office call with the Commanding General, normally 20 minutes in length, where the officer's OER will be presented for discussion and the state-of-the-unit will be discussed. This appointment must be scheduled to take place no later than 2 weeks before the officer's planned departure date.

b. Optional End-of-Tour Report. When required, a formal memorandum prepared in accordance with Army Regulation 25-50, Preparing and Managing Correspondence, 3 June 2002, will be provided to the Office of the Secretary of the General Staff no later than 30 working days before the scheduled exit briefing or the officer's last working day – whichever is appropriate. This report is optional and should only be produced if the exiting officer feels he/she has viable recommendations for presentation to the Commanding General.

**2. Policy.**

a. Brigade commanders and equivalent (Garrison Commander; TSM-FBCB2; TSM-Abrams; and commanders of 16th Cav Regt, 1ATB, MEDDAC and DENTAC) are required to schedule and conduct entrance and exit interviews with the Commanding General. Additionally, they may submit a written end-of-tour report to the Commanding General.

b. Battalion/squadron commander requirements follow:

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(1) Squadron commanders, 16th Cav Regt. Entrance interview with the Commanding General and written end-of-tour report (optional) provided through the Deputy Commanding General to the Commanding General.

(2) Battalion/squadron commanders, 1st Armor Training Brigade. Entrance interview with the Commanding General and a written end-of-tour report (optional) through the Deputy Commanding General to the Commanding General.

(3) Commander, Headquarters and Law Enforcement Command/Provost Marshal. Entrance and exit interviews with the Commanding General and a written end-of-tour report (optional) provided through the Chief of Staff to the Commanding General.

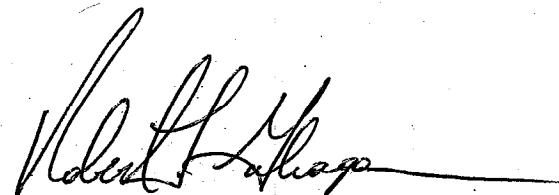
c. US Army Armor Center Staff Directors. Entrance and exit interviews with the Commanding General and a written end-of-tour report (optional) provided through the Chief of Staff to the Commanding General.

d. Futures Staff Directors. Entrance and exit interviews with the Commanding General and a written end-of-tour report (optional) to the Commanding General.

e. Personal and Special Staff. Entrance interviews with the Commanding General and written end-of-tour reports (optional) will be required for:

- (1) Inspector General
- (2) Staff Judge Advocate
- (3) Staff Chaplain
- (4) Special Assistant to the Commanding General (ARNG)

FOR THE COMMANDER:



ROBERT T. GAHAGAN  
COL, GS  
Chief of Staff

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